

IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF OKLAHOMA

IN RE: ELECTRONIC CASE FILING)
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G.O. 04-13 ✓

FILED
NOV 19 2004
Phil Lombardi, Clerk
U.S. DISTRICT COURT

GENERAL ORDER REGARDING ELECTRONIC CASE FILING

Federal Rule of Civil Procedure 5 and the Federal Rule of Criminal Procedure 49 authorize courts to establish practices and procedures for the filing, signing, and verification of papers by electronic means. The United States District Court for the Northern District of Oklahoma **HEREBY AUTHORIZES** the establishment of practices and procedures for filing, signing, and verification of papers by electronic means.

IT IS THEREFORE ORDERED:

- I. Electronic case filing will be implemented in phases commencing January 3, 2005. Effective that date the court will internally convert to the CM/ECF case management program. As of January 3, 2005 attorneys who are registered will receive electronic service. Beginning on February 1, 2005 attorneys may begin filing documents electronically.
- II. The Court adopts the *CM/ECF Administrative Guide of Policies and Procedures*. Accordingly, the Clerk of Court is authorized to implement and publish the *CM/ECF Administrative Guide of Policies and Procedures* for the District Court, including the procedure for registration of attorneys and for distribution of passwords to permit electronic filing and notice.
- III. The electronic filing of any paper by an attorney who is a registered participant in the Electronic Case Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.
- IV. The electronic filing of any paper pursuant to the Local Court Rules and the

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CM/ECF Administrative Guide of Policies and Procedures shall constitute entry of that paper on the docket kept by the Clerk under Federal Rule of Civil Procedure 79 and Federal Rule of Criminal Procedure 55.


- V. The Clerk's entry of all orders, decrees, judgments and proceedings of the Court pursuant to the Local Court Rules and the *CM/ECF Administrative Guide of Policies and Procedures* shall constitute entry of the order, decree, judgment or proceeding on the docket kept by the Clerk under Federal Rule of Civil Procedure 79 and Federal Rule of Criminal Procedure 55.
- VI. Participation in the Electronic Case Filing System shall constitute a request by an attorney for service and notice by electronic means pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Criminal Procedure 49.

IT IS SO ORDERED this 19th day of November, 2004.


SVEN ERIK HOLMES, CHIEF
UNITED STATES DISTRICT JUDGE


TERENCE C. KERN
UNITED STATES DISTRICT JUDGE


CLAIRE V. EAGAN
UNITED STATES DISTRICT JUDGE


JAMES H. PAYNE
UNITED STATES DISTRICT JUDGE